



INSPECTOR GENERAL
DEPARTMENT OF DEFENSE
400 ARMY NAVY DRIVE
ARLINGTON, VIRGINIA 22202-4704

May 13, 2005

INSPECTOR GENERAL INSTRUCTION 5025.2

SUBJECT: Preparation of Correspondence

References:

- (a) DoD Manual 5110.4-M, "Manual for Written Material," March 2, 2004
- (b) IGDM 5200.1, "Information Security Program," June 3, 2003

A. Purpose. This Instruction establishes guidelines for preparing correspondence that is consistent in style and format, and uniform in appearance.

B. Cancellation. This Instruction supersedes IGDINST 5025.2, "Preparation of Correspondence," December 13, 1996.

C. Applicability and Scope. This Instruction applies to all Department of Defense Office of Inspector General (DoD OIG) personnel.

D. Policy

1. Correspondence will be prepared in conformance with DoD Manual 5110.4-M, "Manual for Written Material" (reference a). The manual provides guidance and procedures for managing Secretary and Deputy Secretary of Defense and Office of the Secretary of Defense (OSD) correspondence; describes the administrative process for OSD correspondence; and describes administrative processes and identifies responsibilities of the Executive Services and Communications Directorate. While the DoD Manual 5110.4-M provides guidance on multiple types of DoD correspondences, this OIG instruction will discuss and provide examples of three of the most typical correspondence used within the DoD OIG. They are: (1) Action Memorandums; (2) Information Memorandums; (3) Standard Memorandums; and (4) Formal Letters. Action Memos are for forwarding material to the Secretary/Deputy Secretary and high level OSD personnel that requires approval or signature and normally describes a problem or situation and a recommended solution. Info Memos convey information to the Secretary/Deputy Secretary and high level OSD personnel on important developments that do not require action at that time (e.g., for background, issue, talking, and point papers). Standard memos are for routine correspondence within the Department of Defense and to other Federal Agencies. Formal Letters are used for correspondence with individuals outside the U.S. Government and for formal correspondence with officials of other Federal Agencies. The discussion of the four types are per DoD Manual 5110.4-M guidance.

a. **Preparing an Action Memo.** (See Figure 1 for an example)

1) Organize and format an Action Memo as follows:

- a) Margins. Use a two-inch top margin and one-inch side and bottom margins on the first page. For succeeding pages, use one-inch margins on all sides. If memos contain less than 11 lines, you may increase side margins to two inches. Do not justify right margins.
- b) Font. Use Times New Roman, 13-point font.
- c) Header. A double space below the last line of the letterhead or organizational seal, type "ACTION MEMO," all caps, centered, and in boldface type.
- d) Date. A double space below the header, type the date, using month, day, year format with day and year in numerals and ending at the right margin.
- e) Address Line. A double space below the date line, beginning at the left margin, type "FOR:" followed by the addressee's title. When the Action Memo is for the Secretary of Defense, type "DepSec Action ____" on the address line, aligned with the right margin. (The Executive Secretary shall annotate here if the package is to be forwarded to the Deputy Secretary of Defense for action.) For all other action memos the address line is capitalized.
- f) From Line. A double space below the address line, type "FROM:" followed by the name and title of the sender. Note that the sending official signs and dates on the "FROM" line (an Action Memo has no signature block). If someone signs "for" the originating official, print the signer's name and title below the signature.
- g) Subject Line. A triple space below the "FROM" line, type "SUBJECT:" followed by a brief description of the memo's content with the first and all principal words capitalized. If more than one line is required for the subject, begin succeeding lines aligned below the first word in the subject.
- h) Body. A double space below the subject line, type succinct bullet statements that tell the recipient what he or she needs to know about the subject and why it is okay to do what you are recommending. Double-space between bullets.

1 Within Paragraphs:

- Use bullets, numbers, or lower case letters for subparagraphs.
- Indent subparagraphs an additional one half inch.
- Only begin paragraphs near the end of a page when you have room for at least two lines on that page.
- Only carry paragraphs over to the next page when you have at least two lines on that page.

- 2 Keeping bullet points parallel by leading each one off with the same type of word (e.g., a verb or a noun) and leading off with verbs in the same tense and voice.

- i) Recommendation. A double space below the bullet statements, type "RECOMMENDATION:" followed by a statement describing what you intend the recipient to do. For example, if you are providing a letter for signature, the statement may read: "Inspector General sign letter at TAB A."

- j) Coordination. A double space below the recommendation, type "COORDINATION:" and specify the tab with the list of coordinating officials (coordinations are always placed as the last tab in the package), or if appropriate, type "NONE."

- k) Signature Block. Do not include a signature block in an Action Memo.

- l) Attachments. Single space below the coordination, type "Attachment(s)". Single space below attachments, type "As stated." (See Figure 1)

- m) Prepared By Line. One inch from the bottom of the page and aligned with the left margin, type "Prepared by:" followed by the name and telephone number of the action officer who prepared the memo. (See Figure 1) [Note: If action memo is to SecDef or DepSecDef this name should be either the IG or DIG's, as applicable.]

b. Preparing an Info Memo. (See Figure 2 for an example)

- 1) Organize and format an Info Memo as follows:

- a) Margins. Use a two-inch top margin and one-inch side and bottom margins on the first page. For succeeding pages, use one-inch margins on all sides. If memos contain less than 11 lines, you may increase side margins to two inches. Do not justify right margins.

- b) Font. Use Times New Roman, 13-point font.

- c) Header. A double space below the last line of the letterhead or organizational seal, type "INFO MEMO" all caps, centered, in boldface type.

- d) Date. A double space below the header, type the date, using month, day, year format with day and year in numerals and ending at the right margin.

- e) Address Line. A double space below the date line, type "FOR:" followed by the title of the addressee. For all other action memos the address line is capitalized.

- f) From Line. A double space below the address line, type "FROM:" followed by the name and title of the sender. Note that the sending official signs and dates on the "FROM" line (there is no signature block on an Info Memo). If someone signs "for" the originating official, print the signer's name and title below the signature.

g) Subject Line. A triple space below the "FROM" line, type "SUBJECT:" followed by a brief description of the memo's content with the first and all principal words capitalized. If more than one line is required, begin succeeding lines aligned below the first word in the subject.

h) Body. A double-space below the subject line, type succinct bullet statements that tell the recipient what he or she needs to know about the subject. Double space between bullets.

1 Within Paragraphs:

- Use bullets, numbers, or lower case letters for subparagraphs.
- Indent subparagraphs an additional one half inch.
- Only begin paragraphs near the end of a page when you have room for at least two lines on that page.
- Only carry paragraphs over to the next page when you have at least two lines on that page.

2 Keeping bullet points parallel by leading each one off with the same type of word (e.g., a verb or a noun) and leading off with verbs in the same tense and voice.

i) Coordination. A double space below the recommendation, type "COORDINATION:" and specify the tab with the list of coordinating officials (coordinations are always placed as the last tab in the package), or if appropriate, type "NONE."

j) Signature Block. Do not include a signature block in an Info Memo.

k) Attachment(s). Single space below the coordination, type "Attachment(s)". Single space below attachments, type "As stated."

l) Prepared By Line. One inch from the bottom of the page and aligned with the left margin, type "Prepared by:" followed by the name and telephone number of the action officer who prepared the memo. (See Figure 1) [Note: If action memo is to SecDef or DepSecDef this name should be either the IG or DIG's, as applicable.]

c. **Preparing a Standard Memo.** (See Figure 3 for an example)

1) Organize and format a Standard Memo as follows:

a) Margins. Use a two-inch top margin and one-inch side and bottom margins on the first page. For succeeding pages, use one-inch margins on all sides. If memos contain less than 11 lines, you may increase side margins to two inches. Do not justify right margins.

b) Font. Use Times New Roman, 13-point font.

c) Date. Insert date a double space below the last line in the letterhead or department shield, ending at the right margin. Use month, day, year, showing day and year in

numerals. (Omit the date when the Secretary of Defense, Deputy Secretary of Defense or DoD Executive Secretary shall sign the memo).

d) Address Line. A double space below the date line, insert "MEMORANDUM FOR."

1 Single Addressee. Include the addressee's title and the name or the office symbol of the organization providing enough information to ensure the memo may be delivered appropriately.) If more than one line is required for an addressee, indent the run-over line an additional two spaces.

2 Multiple addressees. Type each addressee on a single line aligned block style below and to the right of "MEMORANDUM FOR." (See Figure 3 for directions on how to order multiple addressees.)

3 Distribution Memorandums. Type "MEMORANDUM FOR: SEE DISTRIBUTION" if there are more than 14 addressees. A double space below the last line of the signature block or attachment notation, type "DISTRIBUTION:" aligned with the left margin. List the addressees single-spaced below the caption, beginning at the left margin. Place the entire distribution list on a separate page if there is not room for all addressees on the first page.

e) Attention Line. When directing memos to the attention of a particular person within an organization, type "ATTN:" followed by the name or title of the person in parentheses. Place it a single space below and aligned under the office address.

f) Through Line. Do not address memos to the Secretary or Deputy Secretary of Defense through another office or person.

g) Subject Line. A double space below the last line of the address line, type "SUBJECT:" Briefly describe the memo's content two spaces following the colon, capitalizing the first word and all principal words. If more than one line is required, begin succeeding lines aligned below the first word in the subject line.

h) References. Do not use reference listings in Secretary and Deputy Secretary of Defense memoranda. In other memos, you may refer to references in the text if you list them as follows:

1 Type "Reference(s):" at the left margin, a double space below the subject line, followed by the originating office, subject, and date of the document.

2 List references block style two spaces after the colon in the order they appear in the text identified as (a), (b), (c), etc. Do not letter a reference when you have only one.

3 Listing References. When you have attached a reference, state this in parentheses after the reference title.

4 When preparing classified correspondence, indicate the classification of all references in parentheses at the end of the reference title. If a classified reference is an attachment, indicate the classification at the end of the reference title.

i) Salutation. Do not use a salutation in a memo.

j) Body. Speak directly to the reader. Use the active voice and clear conversational language.

1 Convey your message in complete, but succinct paragraphs; try to restrict them to ten or 15 lines.

2 Organize your information by presenting the most important first, unless background is necessary for the reader to understand the main point. Supporting detail should follow.

3 Keep the tone polite and professional - even if the message is bad news.

k) Complimentary Close. Do not use in memos.

l) Signature Block

1 SECDEF/DEPSECDEF Signature. Leave out the signature block on correspondence that the Secretary or Deputy Secretary of Defense shall sign.

2 Single Signature. For other correspondence, type the name of the signer leaving four blank lines below the last line of text, beginning at the center of the page. Type the signer's title on the next line, aligned with the name. Indent a run-over line two spaces. The title of the person signing is not necessary if it is identified in the letterhead. You may stamp instead of typing the signer's name and title below the written signature.

3 Dual Signature. When the Secretary or Deputy Secretary of Defense and the Head of another Agency signs correspondence, place the signature blocks side by side, leaving four blank lines below the last line of text. Type the names in upper and lower case type with that of the non-DoD official aligned at the left margin and the Secretary or Deputy Secretary of Defense beginning at the center of the page. Type titles of both officials in upper and lower case type aligned under their names.

4 Multiple Official Signature. When officials from two or more offices shall sign correspondence, place the signature block of the official from the originating office on the right side of the page. Place additional signature blocks to the left and below that of the originator.

m) Attachments. When attachment(s) are identified in the text, type "Attachment(s):" aligned with the left margin, a double space below the last line of the signer's title and "As stated" at the left margin on the line below.

d. **Preparing a Formal Letter.** (See Figure 4 for an example)

1) Organize and format a Formal Letter as follows:

a) Margins. Use a two-inch top margin and one-inch side and bottom margins on the first page. For succeeding pages, use one-inch margins on all sides. If memos contain less than 11 lines, you may increase side margins to two inches. Do not justify right margins.

b) Font. Use Times New Roman, 13-point font.

c) Date. A double space below the last line in the letterhead or department shield, ending at the right margin. Use month, day, year, showing day and year in numerals. (Omit the date when the Secretary of Defense, Deputy Secretary of Defense or DoD Executive Secretary shall sign the memo).

d) Address Line. A double space below the date, aligned with the left margin. See Figure 4 for proper forms of address for officials in the public and private sectors and military service members.

e) State Names. Use the two letter abbreviations with no punctuation for States.

f) ZIP Code. Use ZIP+4 Codes when available. Place ZIP+4 Codes two spaces after the two-letter State identifier.

g) Attention Line. When you use an attention line, type "Attention:" on the line above the street or box number.

h) Salutation

1 Use formal salutations on correspondence the Secretary or Deputy Secretary of Defense signs unless precedent or known personal relationships make a more familiar greeting more appropriate.

2 Follow formal salutations with a colon and informal or familiar ones with a comma.

i) Body

1 Begin your introduction a double space below the salutation. Remember to be brief: no more than a quarter of the page or five lines.

2 Single-space the body of a letter; double space between paragraphs and subparagraphs. Do not justify right margins.

3 Double space between lines in letters of one paragraph when it consists of eight lines or less.

- 4 Single-space any letter with two paragraphs regardless of length.
 - 5 Provide a framework for your reader by referencing their correspondence or your last contact.
 - 6 Address the reader's top one or two concerns.
 - 7 Try to restrict your subsequent paragraphs to ten or 15 lines.
 - 8 Provide details about the reader's most important concerns or address secondary ones. Be concise and targeted, stating realistic suspense dates where applicable.
 - 9 Use problem-solution, compare and contrast, chronological, or most-to-least important order, depending on your message.
 - 10 Short Quotations. Run direct quotations of less than two lines into the text, using both double and single quotation marks, as necessary. For example: The regulation clearly states, "...ambiguous references such as 'herein,' 'above,' 'below,' and the like shall not be used."
 - 11 Long Quotations. Block quotations of more than two lines, one-half inch from the left and right margins of the text, omitting quotation marks.
- j) Complimentary Close
- 1 Type the complimentary close, followed by a comma, a double space below the last paragraph, beginning at the center of the page.
 - 2 Use the closing "Respectfully yours," for the President and "Sincerely," for all others.
- k) Signature Block
- 1 SECDEF/DEPSECDEF. Leave out the signature block on correspondence that the Secretary or Deputy Secretary of Defense shall sign.
 - 2 Single Signature. For other signers, type the name of the signer in upper and lower case type leaving four blank lines below and aligning it with the complimentary close. Type the signer's title in upper and lower case type on the next line below and aligned with the name. Indent a run-over line two spaces. The title of the signer may be omitted if it is reflected in the letterhead.
 - 3 Dual Signature. When the Secretary or Deputy Secretary of Defense and the head of another Agency shall sign correspondence, place the signature blocks side by side, leaving four blank lines below the last line of text. Type the names in upper and

lower case type with that of the non-DoD official aligned at the left margin and the Secretary or Deputy Secretary of Defense beginning at the center of the page. Type titles of both officials in upper and lower case type aligned under their names.

4 Multiple Official Signature. When officials from two or more offices shall sign correspondence, the signature block of the official from the originating office shall be placed on the right side of the page. Additional signature blocks shall be placed to the left and below that of the originator.

1) Enclosures

1 When Identified in the Text. Type "Enclosure(s): As stated" aligned with the left margin, a double space below the last line of the signer's title, as Figure 4 shows.

2 When Not Identified in the Text. Usually you identify enclosures in the text. If you do not, list each enclosure on a separate line, beginning on the line below "Enclosure(s):" and aligned with the left margin. When you mention some, but not all, enclosures in the text, list all in the order they appear in the text. Describe each enclosure by title or in as few words as needed to identify the material.

2. Markings. Classified correspondence will be marked and protected in accordance with IGDM 5200.1, "Information Security Program" (reference b).

a. Although not considered a classified document, cover document with "For Official Use Only" (FOUO) using DD Form 2286.

E. Responsibilities. The Military Assistant may issue additional guidance covering the specific correspondence requirements of the Office of the Inspector General.

F. Effective Date and Implementation. This Instruction is effective immediately.

FOR THE INSPECTOR GENERAL:



Stephen D. Wilson
Chief of Staff

Appendix A

APPENDIX A**DoD OIG ACRONYMS**

<u>Acronym</u>	<u>Description</u>
COMP	Office of the Comptroller
CoS	Chief of Staff
DoD	Department of Defense
DIG-AUD	Deputy Inspector General for Auditing
DIG-I&P	Deputy Inspector General for Inspections and Policy
DIG-INTEL	Deputy Inspector General for Intelligence
DIG-INV	Deputy Inspector General for Investigations
GC&AIG (OLC)	General Counsel and Assistant Inspector General (Office of Legal Counsel)
IG	Inspector General
OCCL	Office of Communications and Congressional Liaison
DoD OIG	Department of Defense Office of Inspector General



INSPECTOR GENERAL
DEPARTMENT OF DEFENSE
400 ARMY NAVY DRIVE
ARLINGTON, VIRGINIA 22202-4704

ACTION MEMO

(Month Day, Year)

FOR: INSPECTOR GENERAL

FROM: Stephen Wilson, Chief of Staff

(Note: The originator signs on this line. If someone signs "for" the originating official, print the signer's name and title below the signature.)

SUBJECT: Sample Action Memorandum

- State what the addressee should do using succinct bullet paragraphs. Double space between bullets.
- Explain why it is OK for the recipient to take the recommended action. See Chapter 4, DoD Manual 5110.4-M, "Manual for Written Material," for suggested methods for organizing key points. (reference a).
- Attach the signature item at TAB A, the incoming correspondence at TAB B, and background or supplement information at TAB C, and continue sequentially as needed. Coordination should be provided at the last tab in the package.

RECOMMENDATION: Inspector General sign the DoD OIG instruction at TAB A.

COORDINATION: The instruction has been coordinated within the DoD OIG (TAB B). (Or last tab in package) or (NONE). Comments were incorporated as appropriate.

Attachment(s):
As stated

Prepared By: Action Officer, 703-602-1212

Figure 1. Sample of an Action Memo



INSPECTOR GENERAL
DEPARTMENT OF DEFENSE
400 ARMY NAVY DRIVE
ARLINGTON, VIRGINIA 22202-4704

INFO MEMO

(Month Day, Year)

FOR: INSPECTOR GENERAL

FROM: Deputy IG for Auditing

(Note: The originator signs on this line. If someone signs "for" the originating official, print the signer's name and title below the signature.)

SUBJECT: Sample Information Memorandum

- State what the addressee needs to know using succinct bullet paragraphs. Double space between bullets.
- Explain why it is important for the recipient to have this information.
- Attach background or supplemental information at TABs as needed. If the material is lengthy, include an executive summary. Coordination should be provided at the last TAB in the package.

COORDINATION: TAB A (or last tab in package) (or NONE)

Attachment(s):

As stated

Prepared By: Action Officer, 703-602-1212

Figure 2. Sample of an Information Memo



INSPECTOR GENERAL
DEPARTMENT OF DEFENSE
400 ARMY NAVY DRIVE
ARLINGTON, VIRGINIA 22202-4704

(Month Day, Year)

MEMORANDUM FOR DEPUTY INSPECTOR GENERAL FOR AUDITING
DEPUTY INSPECTOR GENERAL FOR INSPECTIONS
AND POLICY
DEPUTY INSPECTOR GENERAL FOR INVESTIGATIONS

SUBJECT: Preparing a Standard Memorandum

Use memoranda for correspondence within the Department of Defense, to the President and White House staff, and to send routine correspondence to other Federal Agencies. Memos may be sent to multiple addressees, but do not address them to someone through another office or person.

Prepare memos on letterhead appropriate to the signing official. Set a two-inch top margin and one-inch side and bottom on first page. Use plain paper for succeeding pages with one-inch margins on all sides.

Single-space paragraphs and double-space between them. Indent paragraphs a half-inch from the left margin. Indent subparagraphs an additional half-inch and identify them with bullets, numbers, or lower case letters. Double-space between subparagraphs.

Do not date memos the Inspector General will sign. The date will be added when signed. Also omit the signature block on memos the Secretary or Deputy Secretary of Defense will sign. For other officials, the signature block may be typed or stamped leaving four blank lines below the text, beginning at the center of the page. Run-over lines should be indented two spaces. The signature block may be omitted if the signer's position is reflected in the letterhead.

Normally, attachments will be identified in the text of the memo. When this is the case the notation "Attachments: As stated" will be typed at the left margin a double space below the signature block. When not all attachments are identified, list all of them in the order they appear in the text.

Signature Block

Attachment(s)
As stated

Figure 3. Sample of a Standard Memorandum



INSPECTOR GENERAL
DEPARTMENT OF DEFENSE
400 ARMY NAVY DRIVE
ARLINGTON, VIRGINIA 22202-4704

(Month Day, Year)

The Honorable John Doe
Minister of Defense
Ministry of National Defense
Springfield, VA 22015-5555

Dear Mr. Minister:

Use letters for correspondence with individuals outside the U.S. Government and for formal correspondence with officials of other Federal Agencies. Prepare formal letters on letterhead stationery appropriate to the signing official. Use plain paper for second and succeeding pages. Set a two-inch top margin and one-inch side and bottom on first page. Use plain paper for succeeding pages with one-inch margins on all sides.

Single-space paragraphs and do not justify right margins. Indent paragraphs a half-inch from the left margin. Double-space between paragraphs.

- Use bullets, numbers or lower case letters for subparagraphs.
- Double-space between subparagraphs and indent them an additional one half inch.

Never use a one-sentence paragraph in a letter. Only begin a paragraph near the end of a page when you have room for at least two lines on that page, and only carry a paragraph over to the next page if you have at least two lines on that page.

Do not date letters the Inspector General will sign. The date will be added when signed. Also omit the signature block on letters the Secretary or Deputy Secretary of Defense will sign. For other officials, the signature block may be typed or stamped. The signer's title may be omitted if the position is reflected in the letterhead.

Sincerely,

Enclosure(s)

As stated (note: use only when identified in the text)

Figure 4. Sample of a Formal Letter